

# California Energy Commission



**CLASSIFICATION:** Associate Budget Analyst  
(Will Consider Staff Services Analyst)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Associate Budget Analyst: \$4,400 - \$5,348  
Staff Services Analyst: \$2,817 - \$4,446

**LOCATION:** Budget Office, Financial Services  
Sacramento

**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** Under the direction of the Budget Officer the incumbent performs a wide variety of duties involving complex technical budget processes and sensitive policy issues. Works directly with division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies. Duty statements are available at <http://www.energy.ca.gov/careers/jobs.html>.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Ability to communicate effectively and deal tactfully with people involving sensitive issues and situations
- Familiarity with the budget development and maintenance processes, schedules, and documents
- Ability to work well under pressure, set priorities, and ensure effectiveness of fiscal policies and procedures
- Ability to work independently and as a part of a team
- Working knowledge of Microsoft Word and Excel
- Ability to write effectively and to document policies and processes

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Appointment is subject to the provisions of the SROA process; SROA/SURPLUS employees must attach a copy of their letter with their application. Applications will be screened for experience and only the most qualified will be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. **Clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #202-329 and Position #202-5284-803 in the explanation section of the STD. 678.**

Diana Parmley – RPA # 202-329  
California Energy Commission  
1516 9th Street, MS-3  
Sacramento, CA 95814  
(916) 651-9409

California Relay (Telephone) Service  
for the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

RPA #202-329

Position #202-5284-803

2/8/13